

FY-86 FIRST QUARTERLY PLANNING CONFERENCE

I. PROCUREMENT DIVISION SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS

1. During the first quarter of FY-86, the Procurement Division processed 5,444 funded actions which have been recorded in the Contract Information System (CONIF). These actions represented a total obligation of [redacted]. A higher number of actions and obligations actually occurred but there is a time lag between the completion of action initiations and recording in CONIF due to processing of paperwork through the contractors. Comparison of first quarter FY-86 to previous fiscal years first quarters would be misleading at this time due to differences in points of the year where statistical recording took place. However, future quarters will be reported showing such comparisons.

2. A breakdown of Procurement Division activity reveals the following:

a. Although much of the first quarter data has not yet been recorded, making comparisons to first quarters from previous years difficult, it is anticipated that total actions and dollars obligated in PD during the first quarter of FY-86 will not be greater than during the first quarter of FY-85. This is due in part to a concerted effort by PD to consolidate actions to minimize paperwork and spending.

b. Dollars obligated for General Procurement Branch (GPB) actions have already gone above the amount obligated in the first quarter of FY-85 [redacted] even though first quarter FY-86 amounts have not yet been fully recorded. This is to a great extent because the ADP and Engineering Branch (ADP&EB) and the Production and Services Contracts Branch (P&SCB) are shifting much of their load to the General Procurement Branch. Therefore, it is anticipated that ADP&EB and P&SCB will show less actions and dollars for first quarter FY-86 than for the first quarter FY-85 and GPB will show a rise in dollars obligated.

c. Although the Small Purchases Section (SPS) first quarter FY-86 actions have not yet gone above first quarter FY-85 figures, the dollars obligated almost doubled from [redacted] to [redacted]. This is because there has been a consolidation of SPS actions, but line items purchased rose from 7,814 in first quarter FY-85 to 11,144 in first quarter FY-86.

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OFFICE OF LOGISTICS
PROCUREMENT MANAGEMENT STAFF
SIGNIFICANT ACCOMPLISHMENTS
FIRST QUARTER FY 86

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Held a Procurement Symposium on 14 November. It was attended by 90 plus Contract and Procurement Officers. Topics were: Coopers & Lybrand Study status, status of CICA implementation, training, and a synopsis of the NCMA education conference.

There was an inordinate amount of publicity over various contracts that the DDI and DDS&T/ORD had with educational institutions. This ended up with a coordination on a DDI reply to HPSCI request for information on what institutions and how many dollars for FY-80 & FY-85.

Forwarded the Headquarters Notice on CICA.

Forwarded Headquarters Notice on Priority Assistance.

Provided a delegation of authority for the following people:



C/PMS/DDS&T
Training Liaison/OTE
C/P&SCB/PD/OL
DC/PMS/OL

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Parish visits to OTS, DDI, and OC

Processed D&F for OTS QRC items

Provided Comptroller's Office with statistics on year end spending by directorate.

Published Procurement Note 183 - Raising the legal review threshold.

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PERSONNEL AND TRAINING STAFF ACTIVITIES

1ST QUARTER - FY 86

RECRUITMENT ACTIVITY:

°Statistical Review of Recruitment Activity (Professional/Technical)

Applicant files/resumes reviewed -	877
Interviews requested -	112
Interviews scheduled -	97
Applicants placed in process -	85
Applicants who entered on duty -	8
(Clerical applicants who entered on duty - 9)	

°A total of five ads were placed for Architects and Engineers; six for Contract Officers and Contract Officer Interns; two for Supply Officer Trainees; and four for P&PD applicants.

°An Office of Logistics careerist was identified to serve as minority recruitment focal point officer. This individual has participated with O/EEO in several recruitment trips as well as independently visiting several schools.

TRAINING ACTIVITY:

use in LAN { °During the first quarter, 88 individuals were selected and approved by the Training and Awards panel and the Logistics Career Board to serve on the various study groups with responsibility for reviewing existing Office of Logistics Training programs as well as identifying areas where new training initiatives might be required. Participants were briefed during the latter part of the quarter regarding their charter, completion time frames, etc.

°The Logistics Orientation course was given twice during the quarter, (a total of 65 attended), in order to ensure that new careerists are given the opportunity to attend in the first 90 days following their EOD.

°OL/TO participated as a guest lecturer at the first annual Office of Communications Secretarial Conference.